

**Tenant File Organization Checklist**

**SECTION 1**

**APPLICATION PAPERWORK** (once selected from wait list)

***This section should include all the Application, Releases and Identification paperwork***

Documents should be posted in the file according to the list. The first item is posted at the bottom of the file. The last item on the list should be posted at the top. The last item should be the first thing you see when you open this file

- ☐ **Application** (signed/dated by all adults that will reside in unit) Date Rcvd \_\_\_\_\_
- ☐ **Application status letter**
- ☐ **Interview letter**
- ☐ **Application selection criteria verification** (if applicable)
- ☐ **Briefing packet** (completed & signed received)
- ☐ **Lead based paint acknowledgement form completed and signed**
- ☐ **Release of information form (HUD-9886)**
- ☐ **Section 214 Citizenship Package & documents for all members**
- ☐ **Verification of Citizenship consent form** (if applicable)
- ☐ **CDOH Immigration status form for all members 18 years and older**
- ☐ **Copy of Photo ID's for all members 18 years and older**
- ☐ **SS card's for all household members** (for 100% subsidy)
- ☐ **Verification of CBI criminal background check**
- ☐ **Credit Report** (optional)
- ☐ **Section 1 Coversheet** (this page)

## Tenant File Organization Checklist

# **SECTION 2**

## **FAMILY ELIGIBILITY CERTIFICATION**

*This section should include the Family Eligibility Certification and all Annual Recertification paperwork*

Documents should be posted in the file according to the list. The first item is posted at the bottom of the pile. The last item on the list should be posted at the top. The last item should be the first thing you see when you open this file

- ☐ Notice for requirement of annual recertification
- ☐ 1<sup>st</sup>, 2<sup>nd</sup>, and Final Reminder Notices
- ☐ Applicant/Tenant Certification (annually)
- ☐ Verification of disability (if applicable)
- ☐ Verification of live-in attendant (if applicable)
- ☐ Child Care or Medical Expenses documentation & worksheet
- ☐ Earned Income Disallowance form
- ☐ 3<sup>rd</sup> Party Asset Verifications (bank verifications, Statements, etc.)
- ☐ Survival Statement for zero income renters (monthly, if applicable)
- ☐ 3<sup>rd</sup> Party Income Verifications (Wages, SS award letter, Child Support, Alimony, Unemployment benefit award letter, TANF, Gift income, Pensions, military pay or veterans benefits, etc.)
- ☐ Student Status - Verification of assistance & enrollment (if applicable)
- ☐ \*EIV Tenant Income Verification form
- ☐ 5 Levels of verification
- ☐ Income Worksheet
- ☐ Personal Declaration (for all annual & interim certifications)
- ☐ Family Report (HUD 50058)
- ☐ HAP Payment Register
- ☐ 120% FMR Approval letter (if applicable/post move-in)
- ☐ Colored Paper Face Page w/MI, AR, IR, GR info and Effective Date
- ☐ Section 2 Coversheet (this page)

\*EIV reports must be kept in a separate folder & stored on site in a secured file in a locked room or cabinet

Keep the Initial Certification and 3 most recent years Annual Certifications in this file. Store all certifications between the initial Move-In & the 3 most recent Annual Certifications, in a marked folder on-site in an easily accessible place. You must store all tenant files for a minimum of 3 years after termination, including rejected applications and evictions.

**Tenant File Organization Checklist**

**SECTION 3**

**Lease, Addendums and HAP information**

***This section should include the Lease documents, Lease Addendums and HAP contract information***

**Documents should be posted in the file according to the list. The first item is posted at the bottom of the pile. The last item on the list should be posted at the top. The last item should be the first thing you see when you open this file**

- ☐ **Request for Reasonable Accommodation (if applicable)**
- ☐ **Verification of need for requested accommodation (if applicable)**
- ☐ **Live-In Attendant Agreement (if applicable)**
- ☐ **\*Request for Tenancy Approval (HUD 52517)**
- ☐ **\*Section 8 Landlord Certification**
- ☐ **Utility Allowance worksheet (HUD 52667)**
- ☐ **Rent Reasonableness form**
- ☐ **Notice to landlord & tenant of rent amount**
- ☐ **Notice of rent change for interim certifications and annual re-certifications**
- ☐ **Lease Agreement** **effective date: \_\_\_\_\_**
- ☐ **Lease Addendum**
- ☐ **Lease Extension/Modification (as necessary)**
- ☐ **HAP Contract (HUD 52641)** **effective date: \_\_\_\_\_**
- ☐ **Tenancy Addendum (HUD 52641-A)**
- ☐ **HAP Voucher (HUD 52646)**
- ☐ **Colored Paper face page for annual lease renewal, move, utility allowance documents**
- ☐ **Section #3 Coversheet (this page)**

INITIAL PARTICIPATION EFFECTIVE DATE: \_\_\_\_\_

Landlord phone # \_\_\_\_\_

Participant phone # \_\_\_\_\_

*\*These items must be provided to the landlord for completion and signature prior to execution of the lease and can be mailed out together for efficiency*

**Tenant File Organization Checklist**

**SECTION 4**

**Legal Notices, Inspections and  
Correspondence**

Documents should be posted in the file according to the list. The first item is posted at the bottom of the pile. The last item on the list should be posted at the top. The last item should be the first thing you see when you open this file

- ☐ Legal Notices (3, 10, 30-day notice to evict etc.) & Proof of Delivery
- ☐ Colorado version of W-9 for Landlord
- ☐ Colorado version of W-9 for Tenant (if applicable)
- ☐ Portability Packet
- ☐ Informal Hearing documentation and determination
- ☐ Move-In Inspection Form
- ☐ Housing Violations
- ☐ Work Orders
- ☐ Tenant Complaints
- ☐ Violence Against Women Act – documentation
- ☐ Housing Inspection notices to tenant and landlord (annually)
- ☐ HQS Unit Inspection forms (annually)                      Date Passed: \_\_\_\_\_
- ☐ FSS – Family Self Sufficiency forms (HUD 52560) & related docs
- ☐ Repayment Agreement
- ☐ Section #4 Coversheet (this page)